

## **MILBORNE PORT PARISH COUNCIL**

### **Minutes of the Full Parish Council Meeting held on Tuesday 6<sup>th</sup> March at 7pm at the Town Hall**

**Present:** Mr J Oldham (Chair), Mr M Ritchie, Mr C Laughton, Mr R Tizzard, Mr T Campbell, Mr I Stewart, Mrs A Flynn, Mrs M Lock, Mr P Lock, Mr R Douglas and Mr J Edmonds

**Also Present:** District Councillor Sarah Dyke  
Emma Curtis – Parish Clerk

#### **Public Question Time**

There were sixteen members of the public in attendance.

A lady asked whether it would be good idea considering recent adverse weather conditions for the parish to have an Emergency Plan. Mr Stewart commented that this was a good idea and the Clerk and Mr Douglas stated that one was drafted many years ago but was not kept updated. The Clerk confirmed she would find the draft copy and add to the agenda of a future meeting to be considered;

**Action – Clerk to find old draft Emergency Plan and add to a future agenda**

Mr Edmonds commented that the condition of the Highways was extremely poor and some junctions dangerous and requested this be reported to the Highways department again. The Clerk confirmed that she was continually reporting problems to Highways.

**Action – Clerk to again report to Highways**

A gentleman questioned the statistics from the recent parish plan survey stating that as they had not yet been discussed in a meeting of the parish plan working party he felt they were irrelevant. Mr Oldham responded that the results had not yet been finalised and it had always been reported that any figures were preliminary.

Another man commented that although not for debate at the current meeting he felt that Public Question Time could become confrontational with the public wanting answers to their questions immediately. He also stated it was frustrating the public could not speak during the meeting. He asked whether there was a facility for a different forum for the public to engage with Councillors. Mr Oldham confirmed he had been in discussions with the Clerk regarding possible Councillor Surgeries, an idea which had stalled the previous year. Mr Oldham confirmed the Council would readdress this possibility. Mr Stewart commented that he felt it was important for Councillors to be open to the idea of attending meetings with local groups, albeit being constrained by legislation, he felt this would enable discussion and engagement with residents.

Mr Ritchie commented that he had heard the government were committing to an extra 250,000 houses per year for the next ten years and that this should be recognised.

**Receive any reports from County Councillor William Wallace, District Councillor Sarah Dyke and Parish Councillors:**

**District Councillor Sarah Dyke:** None received.

**County Councillor William Wallace:** None received.

**Mr Douglas:** Stated that a planned meeting with a resident regarding the adverse possession application had been postponed and so an update on this had been delayed.

**Mr Lock:** Confirmed he had attending a meeting with the PCC regarding the Parish Magazine and that this would be considered at the April meeting.

1. **Apologies for Absence:** Received from County Councillor William Wallace and Mr M Lancaster. Reason for absence approved.
2. **Declarations of Interest:** Received from Mr Douglas, agenda item 6.1, *lives in Gainsborough*, and agenda item 16, *member of the Football Club Working Party and Village Hall Management Committee*; Mr Oldham, agenda item 15.2, *payment reimbursement*; Mrs Flynn agenda item 6.1, *friend of planning application applicant*; Mr Tizzard, agenda item 16, *Chairman of the Cricket Club*.
3. **Minutes of the Full Parish Council meeting held on Tuesday 6<sup>th</sup> February 2018** were recommended for approval by Mr Stewart, this was seconded by Mrs Flynn and all agreed. The minutes were therefore approved and signed as a true and accurate record of the meeting.
4. **Circulation of the draft Planning, Finance and HR Committee minutes dated Tuesday 20<sup>th</sup> February 2018** was noted.
5. **Discussion regarding Libraries Consultation with Somerset Council representatives and members of the Friends of Milborne Port Library:** Ollie Woodhams and Sue Crowley from Somerset County Council provided information about the Somerset Libraries Consultation Review detailing the need for change and modernisation as well as recognising funding shortages. Mr Woodhams confirmed proposals involved providing a library service via a Community Library Partnership and if that failed via a mobile library. Mr Woodhams confirmed that if a Community Library Partnership could be established that Somerset County Council would provide support such as stock, training and IT but that funding would have to be provided by the community. Some Councillors asked questions with Mr Oldham asking why it was planned to try and keep a secondary library in Yeovil remaining open as a Community Partnership despite there being a large library in close proximity. Mr Oldham also stated that statistics provided by the library service for Milborne Port took no account of the usage by the school and that several events had been excluded. Mr Stewart suggested that as the library was not used for three days per week it would be beneficial for Somerset District and County Councils to provide other services within the building and the building could be used for more than just a library. Mrs Flynn agreed with this idea commenting it could be used to aide the youth in the community with pop up employment sessions. Mr Stewart commented that as Milborne Port had been designated a Rural Centre further facilities would service surrounding villages and hamlets. Mr Edmonds stated that everything should be done to ensure the library remains open following the fight to keep it open a few years ago. Mr Douglas stated that there may be access and dignity issues with a mobile library which would disadvantage the already disadvantaged citizens in the community. Mr Laughton commented the library could work more closely with the school. The discussion then centred around funding and the aim of reducing costs. The importance of trying to keep staff employed was highlighted. On behalf of the Friends of Milborne Port Library and Friends of Somerset Libraries Rik Jones confirmed he was working on behalf of all Somerset libraries as the consultation was a county wide issue. He commented that an option may be to seek a precept rise by every parish in order to raise the shortfall in funding. He stated that the Friends were against community volunteer led libraries as they tended to fail. To conclude Mr

Oldham suggested a couple of members of the Parish Council work closely with the Friends of Milborne Port Library to continue discussions. Mr Stewart and Mrs Flynn volunteered to undertake this role and form the core of a working party.

**Action – Mr Stewart and Mrs Flynn to meet with the Friends of Milborne Port Libraries.**

## **6. Planning**

### **6.1 The following Planning Applications were considered:**

**18/00582/LBC** The carrying out of internal alterations to include the removal of modern walls and ceilings

*Medlycott Centre, Gainsborough*

**No Objections**

**18/00404/FUL** The erection of an ancillary self-contained annex

*68 Manor Road*

**No Objections**

**18/00478/LBC** Replacement front door

*35 Newtown*

**No Objections**

### **6.2 The following Planning Refusals were noted:**

**17/03964/OUT** Outline application for residential development for up to 56 dwellings including access

*Land OS 0059, Station Road*

**17/04795/FUL** The erection of 2 dwellings with new rear access and parking

*Gainsborough Corner, Newtown*

### **6.3 The following Amended Decision Notice was noted:**

**17/02519/S73A** Application to vary condition No. 02 (approved plans) in order to re-site plots 3 and 4 and installation of a roof light on Plot 5

*Land at Nursery House, Wheathill Lane*

## **7. Review and update Action List:** The Action List was reviewed in detail with the Clerk being requested to update and circulate following the meeting.

## **8. Review and amend if necessary the following Parish Council documents:**

- Standing Orders
- Publication Scheme
- Equal Opportunities Policy
- Health and Safety Policy
- Grievance Procedure
- Dignity, Bullying and Harassment Advice Note
- Disciplinary Procedure
- Social Media Policy
- Recording of Parish Council Meetings Policy
- Complaints Procedure
- Financial Regulations

After agreeing a few minor amendments, the listed documents were approved, and it was resolved to accept them on block. The Clerk confirmed she would make amendments where necessary.

- 9. Consider response to questions raised in Public Question Time at the previous meeting:** The three questions raised during Public Question Time at the February meeting and shown in Appendix A to the February minutes were discussed individually.

In response to Q1 Mr Oldham stated that the Council takes decisions as a corporate body and as such it was not necessarily appropriate for Councillors to respond individually although he personally would be prepared to do so. Mr Stewart stated he would not be happy to answer as his role as a Councillor was to keep an open mind and listen to view so his opinions may change. Mr Lock commented that in the Village Design Statement and Parish Plan it had been evidenced that the community wanted better roads and pavements along with more shopping facilities and on that basis he did not support the comment. He stated that it was not the Parish Council that had conducted the Parish Plan but an established Working Party.

In response to Q2 Mr Oldham explained that he had reviewed the submission to SSDC and his view was that the message was perfectly clear and that it would muddy the waters to add anything further. He commented that should the Station Road go to appeal and be approved then both developments would be unlikely to go ahead and the benefits provided by the Wheathill Lane development were much greater than Station Road. Mr Stewart commented that the Outline Planning system was discredited and that developers were causing problems.

In response to Q3 Mr Oldham commented that he had found this request unpleasant and sought permission from Council to read a statement (Appendix A). Following the statement it was resolved by all to add the statement as an appendix to the minutes. Mr Lock commented that there was no smoke without fire and that he wanted to know who had suggested any misconduct and asked if it was a member of the public present at the meeting who had made the allegations. Mr Lock stated he was extremely offended by the allegations. Mr Tizzard agreed with Mr Lock stating that the allegation was rather unfortunate and that it gave little credit to the group as they had listened to gossip and suggested conflict without fact. He commented that there was no justification for the allegation and that if misconduct was suspected to provide evidence and facts. By approval of the Council a member of the public then responded by stating that it was a point being made and it was not an allegation but a request to examine whether there is a conflict of interest. He stated that he had been extremely careful in his wording and if this had been misunderstood then he apologised. He stated that the last paragraph of the submission made to SSDC had a sense of indirect links to surrounding land. To conclude Mr Oldham responded that indirectly the integrity of Councillors had been challenged and recommended if there was evidence of misconduct the Council would welcome up but not to listen to hearsay.

- 10. Consider entry into this year's South West in Bloom:** Mr and Mrs Lock both commented that they did not wish to enter the competition this year as it was a lot of work and effort which takes up a lot of time and is undertaken by only three people. Mr Lock stated that despite winning awards the SWIB effort had been criticised and

that an area highlighted on last year's report was the untidiness and unkempt look of the roads. Mr Campbell volunteered to help this year if the competition went ahead, as did Mr Douglas. Mr Campbell also suggested getting the youth involved. After discussion Mr Campbell proposed entry into this year's SWIB. This was seconded by Mrs Flynn and all voted unanimously to enter the competition. Mr Oldham suggested that some flower colours should commemorate the anniversary of the suffragette movement.

**Action – Clerk to enter SWIB**

- 11. Consider quotes for fire safety improvements within the Town Hall:** The quotation paper was considered. Mr Oldham proposed that the Council instruct Company A to conduct the work at £350 + VAT. This was seconded by Mr Campbell and all agreed unanimously. It was therefore resolved to instruct Company A to undertake the work.

**Action – Clerk to offer contract to Company A**

- 12. Confirm wish to proceed with Housing Needs Survey:** The Clerk confirmed that the Parish Council had successfully been awarded a grant by SSDC to complete a Housing Needs Survey but required confirmation the Parish Council wished to proceed. Mrs Flynn proposed that the Housing Needs Survey was conducted, this was seconded by Mr Tizzard and all voted in favour of instructing SSDC to undertake the survey on behalf of the Parish Council. It was therefore resolved to proceed with the survey.

**Action – Clerk to instruct SSDC to undertake the Housing Needs Survey**

- 13. Consider request to service churchyard lawnmowers:** The request from the Churchwarden to service the two push along mowers was considered along with the request to service the donated ride on mower. Mr Lock proposed that the two push along mowers be serviced and a quotation requested for the ride on mower. This was seconded by Mr Stewart and all voted unanimously to proceed. It was therefore resolved to proceed with this request.

**Action – Clerk to contact Rochfords and request servicing for the two push along mowers and quotation for the ride on mower**

- 14. Consider Public Path Diversion Order Footpaths WN 17/5 & WN 17/8:** No Objections. It was however noted that it had taken three years for the diversion order to be produced.

**15. Finance**

- 15.1** Circulation of current **Financial Statements** dated **31<sup>st</sup> January 2018** was noted. No issues were raised

- 15.2** The following **Payments** were approved:

Emma Curtis – Petty Cash	£50.00
SSDC – Ranger labour Inv: 06000035079	£754.80
HMRC - Tax and NI	£358.35
Mrs E Francis – Town Hall Cleaner February 2018	£80.00
Mr J Oldham – Reimbursement for LED lamp	£16.17
G.B Sport & Leisure – Cradle Seats Inv: 17-1977-MR	£180.00
SSE – Town Hall Electricity Inv: 0013 & 0014	£35.65
Mr A Parker – Hedge Cutting Inv: 4	£120.00
G.B Sport & Leisure – Flat swing seats Inv: 14	£96.00

15.3 The following **Direct Debits** were noted:

BT – Mobile Phone £18.00

15.4 **Out of Committee approval for printing of the Welcome Pack cover and leaflets** was noted.

15.5 **A bank transfer request letter to transfer £20,000 from the saver account to current account** was approved and signed.

16. The following **Correspondence** was considered:

- Letter from Football Club regarding dog fouling at the Playing Fields – **It was agreed to form a Working Party to address this ongoing issue and seek solutions. Mrs Lock, Mr Tizzard, Mr Douglas, Mrs Flynn and Mr Ritchie volunteered to form the Working Party.**
- Email from WI requesting an extra electrical socket in the WI room – **It was agreed to install an extra electrical socket and that this work should be added to the work being undertaken following approval of item 11.**
- Email regarding service of Re-Dedication at The Ball Court – **The date of the event was noted.**
- SSCAT email regarding possible grant – **The Clerk was asked to request a set of accounts. The Clerk confirmed she would send a grant application form and grant policy document.**
- Email requesting Parish Council members manning the gate for the village fete – **It was agreed that anyone who could help man the gate at the fete let the Clerk know.**
- Letter from Chairperson of the Village Hall Management Committee regarding Parish Council member – **Mr Stewart felt this should be dealt with by the Complaints Procedure. However, Mr Oldham confirmed that he had resigned from the VHMC and proposed that Mr Campbell take his place. This was seconded by Mr Ritchie and all voted in favour of Mr Campbell becoming the new representative.**
- Email from Radio Ninesprings – **No action.**

17. **Newsletter and Communications:** It was agreed to publicise the Library Consultation, South West in Bloom entry, Housing Needs Survey and the ongoing dog mess issue at the playing fields.

18. The date of the next Full Parish Council Meeting was confirmed as **Tuesday 3<sup>rd</sup> April 2018.**